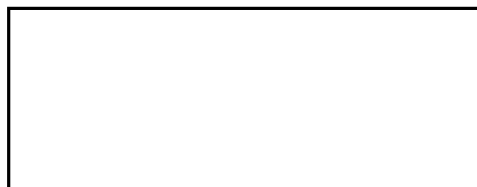


6 April 1984

MEMORANDUM FOR: DD/PA&E
DD/SP
DD/E
D/EEO
OP/CMO
C/SAS

STAT FROM:
Executive Officer/Office of Personnel
SUBJECT: DDA Quarterly Review

The next DDA Quarterly Review of the Office of Personnel's progress towards our FY 1984 goals will be at 1:30 p.m. on 7 May in the Director of Personnel's conference room (6N20). Please update your progress reports and have them to me by 18 April.



12 April 1984

Second Quarter - Quarterly Report

Improve the Retention Rate for Employees

STAT

FY 1984 - 5

OP/HRPS
OP/CAD

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1. Activity This Period:

HRPS has produced a formal review covering Agency attrition for the past five years. This review contains statistics and color graphics and covers directorates and Career Services by subcategory.

Initial statistics have been compiled to begin analysis on separation reasons and trends. This analysis will be aimed at occupation groups, directorates, length of service, and age.

2. Problems:

Our major problems, to date, have been the long delay in getting the initial data dump from the database and other priority projects.

3. Status:

Proceeding approximately four weeks behind initial plan.

4. Plans for Next Period:

Complete in-depth analysis on separation reasons and trends and recognize major attrition targets.

Approved For Release 2005/08/03 : CIA-RDP86-00024R000100010002-7
OBJECTIVE AND ACTION PLAN

OBJECTIVE NO. FY 1984 - 5	OFFICE OP/HRPS & OP/CAD	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD	STATUS + = <
OBJECTIVE Improve the quality of life for employees. E. Improve retention rate for employees.			WKYR	DOLLARS	OCT - DEC		
						JAN - MAR	
						APR - JUN	
						JUL - SEP	
						+ EXCEEDING PLAN	
						= MEETING PLAN	
						< BEHIND PLAN	

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O: ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
°Develop data on attrition rates: °By organization, to component level °By SD, to panel level °By subcategory (by ORG and by SD) °Resolve data discrepancies			OX OX OX	OX								
°Develop data on the causes of attrition: °By organization °By SD °By subcategory °By occupation °By service °By age °By exit interviews °By contact with component & Career Service representatives					OX OX OX	0. 0. 0.	0 0 0					0 0
°Prepare a strategic plan to reduce attrition: °Size major attrition targets °Develop attrition reduction alternatives °Assess value of exit interviews °Employee counselling °Assess value of vacancy notices in relation to true separations °Determine desirability of reactivating the employee available for reassignment program for employees contemplating resignation °Compare Agency and private sector benefits °Recommendations to management for improving the retention of employees						0. 0.	0 0	0	0 0	0		0 0

Approved For Release 2005/08/03 : CIA-RDP86-00024R000100010002-7

Second Quarter - Quarterly Report

Time-In-Grade Consistency

STAT

FY 1984 - 6

OP/HRPS
OP/ID

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1. Activity This Period:

Statistics which provide information on directorate time-in-grade experience have been reviewed and several inconsistencies and patterns noted. A survey of directorate personnel officers has been taken to document policies and rationales for these inconsistencies. All tabular data and graphic illustrations have been prepared and recommendations formulated for policy changes.

2. Problems:

None encountered to date and none anticipated.

3. Status:

A final report with recommendations is being reviewed in PA&E and should be released shortly.

OBJECTIVE AND ACTION PLAN

STAT

OBJECTIVE NO. FY 1984 - 6	OFFICE OP/HRPS & ID	RESPONSIBLE OFFICER	FY	FY RESOURCE ESTIMATE		PERIOD STATUS + = < OCT - DEC JAN - MAR APR - JUN JUL - SEP + EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN
OBJECTIVE Establish consistency in application of Agency personnel matters. B. Review time-in-grade policies and practices.			WKYR	DOLLARS		

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
°Develop statistics showing component time-in-grade experience for FY 1983. °By sex, by grade, by subcategory, by SD °Survey Directorate Personnel Officers to determine the component minimum, and working, time-in-grade guidelines. °Identify areas of differences in policies or experience or both. °Prepare a proposal which provides recommendations for explaining or resolving component time-in-grade variations.					OX							
					OX							
						OX						
						OX						